



# Summer 2016 Dual Credit Academies

Thank you for your interest in applying for the 2016 New Mexico State University Summer Dual Credit Academies. Please complete all portions of the form, as this application will serve as your checklist to submit your packet. Thank you very much.

## CHECKLIST

- \_\_\_\_\_ **PART ONE:** Personal Information Sheet (Letter of Recommendation strongly encouraged)
- \_\_\_\_\_ **PART TWO:** NMSU Grants online application (instructions included)
- \_\_\_\_\_ **PART THREE:** Dual Credit Request Form & Agreement of Understanding (signed and dated)

## PERSONAL INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL PHONE #: ( \_\_\_\_\_ ) \_\_\_\_\_

NAME OF HIGH SCHOOL ATTENDING: \_\_\_\_\_

HIGH SCHOOL CUMMULATIVE GPA: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

TRIBAL AFFILIATION (If applicable): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FOOD ALLERGIES/RESTRICTIONS: \_\_\_\_\_

PREFERENCE FOR DUAL CREDIT ACADEMY (please mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> preference):

\_\_\_\_\_ **THERE'S NO PLACE LIKE HOME ACADEMY (JUNE 06-JUNE 16, 2016)**

Three College Credits – HIST 269 History Special Topics

\_\_\_\_\_ **DIGITAL STORYTELLING ACADEMY (JUNE 06-JUNE 16, 2016)**

Three College Credits – CMT 190 Digital Video Production

\_\_\_\_\_ **GAME DEVELOPMENT PART 1 ACADEMY (JUNE 20-JUNE 30, 2016)**

Three College Credits - CMT 160 Modeling and Animation

\_\_\_\_\_ **3D PRINTING FOR CREATIVE MEDIA PRODUCTION ACADEMY (JUNE 20-JUNE 30, 2016)**

Three College Credits – CMT 155 Special Topics

\_\_\_\_\_ **GAME DEVELOPMENT PART II ACADEMY (JULY 11-JULY 21, 2016)**

Three College Credits – CMT 160 Modeling and Animation

\_\_\_\_\_ **INTRODUCTION TO GENETICS ACADEMY (JULY 11-JULY 21, 2016)**

Three College Credits – BIOL 250 Special Topics



**Due May 6, 2016**

Completed paperwork must be received by  
5:00 p.m. on due date.

# Dual Credit Checklist

**KEEP THIS PAGE for your records and turn in remaining!!**

## **Applications:**

Applications must be completed online in order to be processed. SSN# and STAR ID (high school ID) are required. **IT IS YOUR RESPONSIBILITY** to follow all instructions on the packet, complete application, sign each place signature is required, and get required parent and High School Representative signatures.

**ATTACH** a copy of your unofficial high school transcript to your application.

## **Testing:**

- Please provide ACT scores (on the portion of application that asks for that information) if you have taken them.
- COMPASS Skills Assessment is required for certain courses that require documentation of prerequisite skills (e.g. English and Mathematics).

## **Textbooks:**

By submitting your paperwork early and getting registered you will improve the chances of having your textbooks before the first day of class. High Schools are responsible for the cost of textbooks and usually have an inventory of textbooks that you may use.

- GHS & LAHS Contact person: Berna Gonzales (Central Office)
- Thoreau High School Contact person: Jean Oakes
- Pine Hill Contact Person: Tamara Hutchinson or high school counselor
- Ramah Contact Person: Connie McFadden-Mullennix
- Tse Yi Gai Contact Person: Dr. Brian Staples
- To'hajiilee contact person: Jordan Etcitty or high school counselor

RETURN your textbooks to your High School at the end of your semester or if you need to withdraw from a class early.

## **Complete the Course:**

- You must successfully complete all requirements for the college course you enrolled in to earn college credit and high school elective credit.
- You must earn a passing grade
- If you do not demonstrate the ability to participate as a college student is required to do so or pass the class/classes you registered for, you will not be able to participate in the Dual Credit Program in the future.

## **Setting up your MyNMSU Account:**

Once you have turned in your application and it has been processed, you are required to create a MyNMSU account. Directions for doing so are on the back of this page.

If you have questions about this process or any Dual Credit questions, contact:

Ambrosia Knighton

Dual Credit Coordinator

505-287-6620 [alaranda@nmsu.edu](mailto:alaranda@nmsu.edu)

Annette Mariano

Dual Credit Assistant

505-287-6627 [ammaria@nmsu.edu](mailto:ammaria@nmsu.edu)

# Computer/IT Services Orientation

This page contains information and reminders that will assist students with their computer and Internet needs. This information can also be found on

<http://grants.nmsu.edu/computer-services/orientation/>

## NMSU Grants Website ([grants.nmsu.edu](http://grants.nmsu.edu))

**Get into the habit of checking the NMSU Grants website and NMSU email daily** for announcements and other pertinent information. When bad weather arrives, any changes to the campus schedule will be announced on the home page.

## NMSU User Accounts and Email

You must create your own NMSU user account and password. This user account will become your NMSU email address (*yourusername@nmsu.edu*) and will be required whenever you login to NMSU services like Canvas, my NMSU, and the library search databases.

### To create your user account:

- Go to [my.nmsu.edu](http://my.nmsu.edu) and look for “**New User? Create an account**” on the left of the screen.
- Follow prompts
- You will define your own password.

**Note** the instructions regarding what kinds of characters the password must contain, and what kinds of characters it cannot contain.

You can access your NMSU email in three different ways:

- 1) my.NMSU.edu, then look for the blue envelope icon under “Launchpad”
- 2) from the NMSU Grants home page, click on the “NMSU Mail” icon at the top of the sidebar
- 3) directly at mail.nmsu.edu.

NMSU student email uses Microsoft’s Office 365 web-based email. You can access it from any computer that’s connected to the Internet. You do not have to have a separate email program on your computer. **It’s very important that you check your NMSU email regularly and frequently.** If you would prefer to forward copies of your NMSU emails to your personal account, you can set that up by:

- logging into mail.nmsu.edu
- click on the gear icon for **Settings** in the upper right
- click on **Options** then on **Forward your e-mail**,
- then under **Forwarding**, add your preferred email account.
- Check the box to **keep a copy of forwarded messages in Outlook Web App.**

To access Canvas (online courses) please see the information at

<http://grants.nmsu.edu/computer-services/canvas/>

## ATTENTION:

After you have set up your my.nmsu account and have access to email and Canvas send me a confirmation email from your NMSU email account to [alaranda@nmsu.edu](mailto:alaranda@nmsu.edu), so that I will know you have successfully set up your account.

Thank you,  
Ambrosia  
Dual Credit Coordinator

# ONLINE APPLICATION INSTRUCTIONS

BEFORE YOU BEGIN, PLEASE GRAB A PEN/PENCIL AND PAPER!

Go to [www.grants.nmsu.edu](http://www.grants.nmsu.edu)

On the right side of the page, click on Apply to NMSU

Click Apply to NMSU Today (Not Dual Credit!)

Click on Create Account

## ***Login Information***

- Create a user name.
- Create a password.

## ***Basic Information***

- Fill out basic information. **ALL INFORMATION IS MANDATORY.**
- Click Submit Information
- Click on "Click here"

Login with your new user name and password

## ***Terms of Use***

- Click on terms and conditions and read. Once complete, click on the X on the upper right corner.
- Click on I agree
- Click on I have read the above notice
- Click Continue and Create

## ***My Application(s)***

- Click on \*Start Application

## ***Application for Admission***

- Click on Enrollment Information
- Under Enrollment information, click on drop down arrow under "Semester when you plan to start". Select semester you plan to start dual credit.
- Click on drop down arrow under "Enrollment status". Select New Mexico high school student applying to take dual credit courses at any NMSU campus.
- Click on drop down arrow under "Campus where you plan to enroll". Select Grants.
- Click on the drop down arrow under "Degree expected". Select Dual Credit.
- Click on Save & Continue

### ***Personal Information***

- Enter Social Security Number (**THIS IS MANDATORY. YOU WILL NOT BE ABLE TO ATTEND NMSU GRANTS WITHOUT A SOCIAL SECURITY NUMBER**)
- Legal name section: First name and last name should already be populated. Click on Middle Name and enter at least an initial.
- Mailing Address section: Click on Address Lookup
  1. Click on drop down area for Country. Select United States of America
  2. Click on Address Line 1 and enter your mailing address. (If you receive mail through the post office, please use that address)
  3. Click on City/Town and enter City you receive mail in.
  4. Click on State/Province drop down area and select New Mexico.
  5. Postal Code/Zip should be populated, but if it is not enter your zip code
- Click Submit
- If your physical address is different from your mailing address please fill in the Physical Address Section just like you did the Mailing Address section.
- Click on Phone and enter your phone number.
- Click on Email Confirmation and reenter your email address
- Verify your date of birth is correct. If it is not, correct it.
- Click Female, Male, or Choose not to disclose under Gender section
- Click on drop down arrow to answer the college or university question.
- Click on either yes or no for the next 4 military questions.
- Click the correct response under the citizenship section.
- Click the correct Ethnicity/Race option(s).
- Click Save & Continue

### ***Residency Information***

- Click on the button for yes on “If you are less than 23 years old, were you reported as a dependent on your parent or legal guardian’s federal income tax return last year.”
- Click on drop down arrow and choose New Mexico for “What is your state of legal residence?”
- Click on Save & Continue

### ***Secondary Contact Information (THIS IS MANDATORY)***

- Click on drop down arrow next to type under Contact #1
- Select father, mother, or legal guardian
- Select yes for “Is this individual your emergency contact?”
- Enter father, mother, or legal guardian’s name
- Click yes or no for contact #1’s NMSU graduate status
- Enter the contact’s mailing address
- Enter the contact’s phone number
- Enter the contact’s email (if they have one)
- Repeat process for Contact #2
- Save and continue

### ***Academic Information***

- Click Look up for Last High School Attended (for you as a dual credit student it would be the high school you are attending now)

- Scroll down to Name and type in your high school's name
- Click Search
- Above the name typed in, the high school should appear in blue. Click on the school. The name and address of the school should populate.
- Scroll down to the question Have you attended any educational institutions other than NMSU Grants.
- Click no
- Scroll down to the question Have you been awarded a college or university degree
- Click no
- Scroll down to bottom
- Click Save and Continue

***Testing Data***

- Click yes or no for the statement I plan to take the ACT or SAT
- Enter date taken under correct area if answered yes
- Click yes or no for the statement Have taken ACT or SAT
- Enter date under correct area if answered yes
- Click Save & Continue

***Other***

- Click correct answer to question How did you hear about NMSU Grants
- Click Save & Continue
- Click Submit Application

Thank you for submitting your application! The admissions office will receive your application and process it.





## NMSU GRANTS DUAL CREDIT – AGREEMENT OF UNDERSTANDING

**Welcome to NMSU Grants! We are very pleased to welcome new and returning students to the Dual Credit Program. It is important that you understand the responsibility accepted when enrolling in college level coursework. You, your parents, and your high school have agreed that you have the academic ability and maturity to take a college course at NMSU Grants.**

Please take a few moments to review the following statements. **Initial** each statement indicating that you have read and understood it. **Note: Paperwork will not be processed if any signatures or required information is missing.**

I understand:

\_\_\_\_\_ I am enrolled in a college course and will be treated as a college student. I am responsible for class attendance and assignments. I will activate my NMSU email account, at my.nmsu.edu and check it nearly every day. I must follow the NMSU Schedule of Classes; if my High School has a day or Holiday off, I understand the College may be on a different schedule and I need to attend.

\_\_\_\_\_ I need to stay in contact with my instructor during the course. Contact information, including office hours, are available in the syllabus. Many instructors count off for non-attendance. (Instructors do not have to accommodate outside schedules.)

\_\_\_\_\_ I will do my best to complete required work, turn it in on time, and be successful in class. I will pay attention to the instructor's grading policy as listed in the syllabus. Course assignments and deadlines are available in the syllabus.

\_\_\_\_\_ I am taking this course for dual credit. My grade will be reflected on my high school transcripts and could affect graduation, grade point average, and class placement. The grade will be reflected on my college transcripts and may affect financial aid for college after graduation. (Lottery scholarship requires a 2.50 cumulative GPA after the first college semester.)

\_\_\_\_\_ If I am having difficulty in my class, I will contact my instructor and Ambrosia.

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\_\_\_\_\_ There are deadline dates for dropping or withdrawing from a course. These dates are in the *Schedule of Classes*. If I quit attending the class, I will receive an F grade. To use one of these options and/or avoid a failing grade I must speak with Ambrosia before the deadline.

\_\_\_\_\_ Finals may not be at the same time or location as my class. It is my responsibility to make arrangements to be at the time and place specified for my final exam.

\_\_\_\_\_ I understand that if I am not attending my classes or participating in online classes and/or I am not earning a passing grade at any point, NMSU Grants can withdraw me from the course. I understand that I would not receive credit for the course and may not be allowed to take dual credit in the future as a result.

I have read and understood the above statements. All my questions have been answered.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Printed name of student

\_\_\_\_\_  
Date

I have read the above statements related to my son/daughter's enrollment at NMSU Grants. I also understand that once my son/daughter is admitted to the university their information becomes private unless my son/daughter is present.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Date



## State of New Mexico Dual Credit Request Form



Summer   
  Fall   
  Spring   
  2016   
  2017

### Student Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Date of Birth</b>	<b>STARS Student ID#</b>	<b>Social Security number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Residency – NM County</b>	<b>High School Name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Gender</b>	<b>Ethnicity</b>	<b>Telephone</b>	<b>Expected Graduation Date</b>	<b>HS ACT Code</b>	<b>High School GPA</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Course Listing and Secondary/Postsecondary Approval

CRN #, Course #, Course Section & Course Title required

The above-named student has been given permission to enroll as a dual credit student. Based on this student's academic record and overall maturity, I feel he/she will be successful in college level courses. Therefore, as high school representative, I recommend the student take the following course(s):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	Day(s) (MTWThF)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### FERPA Release Information

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, and high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student's high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the postsecondary school, including those for courses that are not a part of this agreement.

We understand that it is the student's responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student's educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. *In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institutions the public education department, and the higher education department.* All data submitted to secondary and postsecondary institutions or the NMHED will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

### Signatures

_____ High School Representative Signature	_____ Date	_____ High School Representative Name (print/type)
_____ Student Signature	_____ Date	_____ Postsecondary Representative Signature <input style="width: 100px; height: 20px;" type="text"/> _____ Date
_____ Parent/Guardian Signature	_____ Date	_____ Postsecondary Representative Name

## Administrative Purposes at the Postsecondary Institutions

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dual Credit Form Received by (print/type name)	Date	Entered by (print/type name)	Date

Completed/Signed Dual Credit Request       Student meets course(s)       Student high school transcript received (if applicable)

	<b>ACT Scores</b>	
<b>English</b>	<b>Math</b>	<b>Reading</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

	<b>Postsecondary Institutional PLACEMENT Scores</b>	
<b>Reading</b>	<b>Writing</b>	<b>Math</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Other Comments:

## Agreement of Parties

### A. STUDENTS AND PARENTS OR GUARDIANS

Endorsement of the Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions. For purposes of this agreement, Local Education Agency (LEA) means public school districts, state chartered charter schools, state-supported schools and bureau of Indian education-funded high schools.

1. **Admission and Enrollment of Students.** For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:
    - a. Discuss potential dual credit courses with the appropriate LEA and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
    - b. Obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
    - c. Meet the prerequisites and requirements of the course(s) to be taken;
    - d. Complete the Form available online or in hard copy from LEA or POSTSECONDARY INSTITUTION;
    - e. Return the Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of any assessment results to LEA representative;
    - f. Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form and submit form to POSTSECONDARY INSTITUTION representative;
    - g. Register for courses during POSTSECONDARY INSTITUTION's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
    - h. Discuss any request for a change in registration (add, drop, withdrawal), recognizing that "audit" is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate LEA and POSTSECONDARY INSTITUTION staff; and
    - i. Comply with POSTSECONDARY INSTITUTION and LEA student code of conduct and other institutional policies.
  2. **Rights and Privileges of Student.** The right and privileges of STUDENTS participating in Dual Credit include:
    - a. The rights and privileges equal to those extended to LEA and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
    - b. The use of POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
    - c. The right to appeal, in writing to LEA or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.
  3. **Financial Responsibility for Funding Dual Credit.** The STUDENT shall:
    - a. Return the textbooks and unused course supplies to LEA when the student completes the course or withdraws from the course;
    - b. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through LEA if the dual credit course is offered during the school day; and
    - c. Be responsible for course-specific (e.g. lab, computer) fees.
  4. **Confidentiality of Student Records.**
    - a. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements;
    - b. Participation in dual credit courses requires STUDENT and/or PARENT/GUARDIAN signatures on the Dual Credit Form to comply with FERPA regulations.
  5. **Secondary School and Postsecondary Institution Calendars.**

The regular operating institutional calendar and schedule of POSTSECONDARY INSTITUTION shall be observed by STUDENTS earning dual credits. Dual credit STUDENTS are required to comply with the requirements of both LEA and POSTSECONDARY INSTITUTION official calendars. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with school counselors for assistance.
- B. LEA.** Endorsement of the Dual Credit Form shall be evidence the LEA has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and the LEA.
- C. POSTSECONDARY INSTITUTION.** Endorsement of the Dual Credit Form by the POSTSECONDARY INSTITUTION shall be evidence that the POSTSECONDARY INSTITUTION has and will comply with the provisions outlined in the Agreement between the LEA and POSTSECONDARY INSTITUTION.

